

## Phase Two Guidance Coronavirus 2019 (COVID-19): Guidance for Libraries, Museums and Exhibits

During Phase Two, the public and businesses must adopt behaviors and rigorous safeguards to reduce risk for all. In Phase Two, libraries can provide services with capacity limits. Museums and galleries can operate with limited capacity. Strong safeguards and physical distancing are required. Food service cafes and retail are allowed to open in line with industry standards. **The following measures must be implemented to help reduce the risk of COVID-19 transmission amongst employees, patrons, and the community.** For additional information, visit [coronavirus.dc.gov/phasetwo](https://coronavirus.dc.gov/phasetwo).

Please note that any individual experiencing symptoms of COVID-19, or recently exposed to someone diagnosed with COVID-19, must not work in or visit public places due to the risk of exposing others. Symptoms of COVID-19 may include: fever (subjective or 100.4 degrees Fahrenheit), chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or otherwise feeling unwell.

### **General information**

- **Libraries can be open with expanded services with capacity limits and physical distancing measures in place.**
- **Museums and galleries can be open with capacity limits and physical distancing measures in place.**
- **Small indoor events of up to 10 people and outdoor events of up to 25 people are allowed with physical distancing.**
  - Outdoor activities are preferred over indoor activities; however, it is important to understand that **the more people interact in any setting increases the risk of COVID-19 transmission and outbreaks**, and the same preventive measures need to be followed.
- Guided tours or large tour groups are not permitted.
- Dining areas must follow guidance for restaurants found at [coronavirus.dc.gov/phasetwo](https://coronavirus.dc.gov/phasetwo).

### **Employees and Patrons Must Practice Everyday Prevention Measures**

- **Stay at home if you feel unwell** or were recently exposed to someone with COVID-19.
- **Practice social distancing.** Keep 6 feet of distance between you and other people who are not in your household.
- **Wear a mask or cloth face covering** at all times (employees and patrons).
- Masks protect the wearer and protect other people.
- Perform frequent hand hygiene (with soap and water or alcohol-based hand sanitizer).
  - Key times to perform hand hygiene include
    - Before eating food,
    - After using the toilet,
    - Before and after putting on, touching, or removing cloth face coverings,
    - Before and after work shifts and work breaks,
    - Before and after services to each patron,
    - Before and after handling any shared objects (i.e. books);
    - After handling other people's belongings, and
    - After blowing your nose, coughing, or sneezing.

### **Employer Considerations to Encourage Employee and Patron Safety**

- Employers must provide supplies to allow for frequent hand hygiene (e.g., soap and water or alcohol-based hand sanitizers with at least 60% alcohol) at entrances, workstations and in heavily trafficked areas.
- Employers must provide staff with cloth face coverings and personal protective equipment appropriate for work duties.
- Gloves must be worn as indicated per routine job responsibilities and changed between uses.
- Implement leave policies that are flexible and non-punitive, and that allow sick employees to stay home. Leave policies are recommended to account for the following:
  - Employees who report COVID-19 symptoms,
  - Employees who were tested for COVID-19 and test results are pending,
  - Employees who tested positive for COVID-19,
  - Employees who need to stay home with their children if there are school or childcare closures, or to care for a sick family member,
  - Employees who are a close contact of someone who tested positive for COVID-19.
- Keep abreast of current law, which has amended both the DC Family and Medical Leave Act and the DC Sick and Safe Leave Law and created whole new categories of leave, like Declared Emergency Leave.
- Learn about and inform your employees about COVID-related leave provided through new federal law, the Families First Coronavirus Response Act (FFCRA) and all applicable District law relating to sick leave.
- Employers must stagger shifts, start times, and break times as much as possible.
- Employers must educate employees about COVID-19. Refer to [coronavirus.dc.gov](https://coronavirus.dc.gov) for more information.
- For information regarding operation of on-site cafeterias and gift shops, please see Guidance on Restaurants and Guidance on Non-Essential Retail Establishments at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance).

### **Avoid Close Contact and Reduce Touchpoints**

- The facility must arrange workstations, computer stations, common areas, break rooms and other areas of the facility used by staff and the public to ensure at least 6 feet between people.
- The facility must install sneeze guards/protective barriers in all areas where there is patron interaction that cannot occur with 6 feet of social distancing, such as ticket booths and book check-out areas.
- The facility must provide physical guides, such as tape on floors and signage, to ensure that individuals remain at least 6 feet apart in queuing areas.
- Use visual cues to help prevent congregating.
- Group activities must not exceed group size or capacity limitations, and participants must adhere to social distancing and cloth face covering recommendations.
- Consider instituting timed/scheduled tickets for entry.
- Adopt virtual ticketing and reservation platforms and contactless check-in and check-out for patron interactions.
- Utilize appointments for expanded services.
- The facility must reconfigure or mark seating arrangements to delineate physically distant seating in study and meeting spaces.
- The facility must develop patron movement flows for visitors to minimize face-to-face passing.
- Develop virtual experiences to promote access to an engagement with arts and cultural offerings.

- High touch items that are not able to be cleaned or disinfected from shelves (e.g., magazines, newspapers) must be removed.

### Screening and Monitoring for Symptoms

- Screening (e.g., symptom questionnaires) of employees must be performed daily, prior to entering the facility, over the phone or in person.
  - For **Screening Tool Guidance**, visit [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance).
- Facilities must post signage at the entrance(s) to inform staff of screening procedures and staff and patrons not to enter if they feel unwell.
- If an employee develops any symptoms of COVID-19 during the workday, there must be a plan in place for that individual to immediately isolate, notify their supervisor, and leave the building.
- Facilities must maintain a daily record of individuals in the building for at least 30 days when possible to facilitate contact tracing.

### Clean and Disinfect

- The facility must have a comprehensive plan for cleaning and disinfecting high traffic and high touch surface areas (e.g., counters, railings, restroom, etc.) routinely throughout the day.
- If surfaces are visibly dirty, they must be cleaned with detergent or soap and water prior to disinfection.
- At a minimum, frequently touched surfaces must be cleaned and disinfected at the beginning and end of each shift.
- Computers and office machinery (e.g., photocopiers, printers), including those available to the public, must be cleaned and disinfected after each use.
- For more information about cleaning and disinfecting public spaces and disinfectants that are effective against the virus that causes COVID-19, visit the CDC website: [cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html](https://cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html).

### Building Considerations

- Consider making the following improvements to improve building ventilation ([cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](https://cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)):
  - Increase circulation of outdoor air as much as possible, for example by opening windows and doors.
    - Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
  - Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
  - Improve central air filtration to the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
  - Increase ventilation rates.
  - Check filters to ensure they are within service life and appropriately installed.
  - Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.
- Consult with a specialist to see what works for your building if activities are indoors, increase circulation of outdoor air as much as possible by opening windows or exterior doors if possible.
- If the building has been closed for an extended period of time, remember to ensure all water systems are safe to use. For more information, see CDC's Guidance for Reopening Buildings after Prolonged Shutdown or Reduced Operation: [cdc.gov/coronavirus/2019-ncov/php/building-water-system.html](https://cdc.gov/coronavirus/2019-ncov/php/building-water-system.html).

### **Establish a Plan for COVID-19 Exposure**

- Workplaces must establish a plan in the event that an employee or patron is diagnosed with COVID-19.
- Identify a point of contact at the workplace that an employee can notify if they test positive for COVID-19 and choose to disclose this information.
- If an employee chooses to report to the workplace that they are positive for COVID-19, the workplace must have a notification process to share the following with staff:
  - Education about COVID-19, including the signs and symptoms of COVID-19,
  - Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at [coronavirus.dc.gov](https://coronavirus.dc.gov),
  - Information on options for COVID-19 testing in the District of Columbia, available at [coronavirus.dc.gov/testing](https://coronavirus.dc.gov/testing).
- Refer to the guidance “First Steps for Non-Healthcare Employers when Employees Test Positive for COVID-19” at [coronavirus.dc.gov/healthguidance](https://coronavirus.dc.gov/healthguidance).
  - A close contact is someone who was within 6 feet of a person who tested positive for COVID-19 for at least 15 minutes over a 24-hour period, during that person’s infectious period.
  - The infectious period starts two days before symptom onset and typically ends 10 days after symptom onset (or test date for people who do not have symptoms).
- Facilities must notify DC Health when:
  - An employee who interacts frequently with patrons notifies the workplace they **tested positive for COVID-19** (not before results come back)
  - OR**
  - if a patron notifies the facility they tested positive for COVID-19
  - AND**
  - the person was in the facility **during their infectious period**.
- Notify DC Health by submitting an online form on the DC Health COVID-19 Reporting Requirements website [dchealth.dc.gov/page/covid-19-reporting-requirements](https://dchealth.dc.gov/page/covid-19-reporting-requirements):
  - Submit a **Non-Healthcare Facility COVID-19 Consult Form**.
- An investigator from DC Health will follow-up within 48 hours to all appropriately submitted notifications. Please note this time may increase as cases of COVID-19 increase in the District.

The guidelines above will continue to be updated as the outbreak evolves. Please visit [coronavirus.dc.gov](https://coronavirus.dc.gov) regularly for the most current information.